

Board of Directors, Prudence Island Water District Minutes of Meeting August 9, 2014

Board Meeting Call to Order, 1:00 p.m. Present were Moderator Robin Weber; Clerk Martha Fuller; Treasurer Ann Marie Lockwood; Board Members Bill Silvia, Philip Brooks, A quorum was present. Also present: Operations Manager Bob Marshall, Office Manager Donna Hammann, Richard Brooks.

Approve minutes for July 12, 2014. Philip Brooks moved, Ann Marie Lockwood seconded, to approve the minutes of July 12. Passed unanimously.

Review Treasurer's Report. The Board reviewed the Treasurer's Report. About 10% of customers have not yet paid the most recent bill. Martha Fuller moved to accept the report, Bill Silvia seconded. Passed unanimously.

QuickBooks payroll module. Ann Marie Lockwood reported that QuickBooks has an option to add a payroll function for a monthly fee. Direct deposit would also be possible. Martha Fuller moved, Philip Brooks seconded, to approve paying up to \$60 per month for these services. There is a procedural change: payroll will henceforth be biweekly rather than semimonthly, with payday every other Friday.

Proposal for preparation of year-end financial statements. The Board instructed the Office Manager to solicit bids for the preparation of year-end financial statements.

Approval of Accounts Payable. Martha Fuller moved, Philip Brooks seconded, to approve accounts payable. Four votes for the motion, Bill Silvia abstained. The motion passed.

Affirmation of Policy – AWWA Standards. The American Water Works Association has mandatory standards for water treatment and supply. Philip Brooks moved, Ann Marie Lockwood seconded, to reaffirm that the PIWD Board is and has been committed to complying with AWWA and RI Department of Health standards. Passed unanimously.

Transfer of Goulet Well to PIVFD. Chief Marshall recused himself from the discussion. The well has been surveyed; it is on public land. Philip Brooks moved, Bill Silvia seconded, to affirm that the intent of the Board was and is to transfer the Goulet Well to the PIVFD. Passed unanimously.

Operations Manager report. Submitted.

Short and long term financing of USDA System Improvements. Deferred. No actions taken.

RFQ for tank cleaning and ancillary services. Bill Silvia moved, Philip Brooks seconded, to instruct the Operations Manager to send the RFQ to potential bidders, including optional installation of access for PIVFD. Passed unanimously.

Retroactive payment of overtime for Sunday coverage. The payments have been made.

Budget Development for FY14-15. The Operations Manager and the Office Manager will prepare a draft for the next meeting.

Potential for installation of a new well. Deferred.

August-September Board Objectives for Operations Manager. Submitted.

Adjourn. Martha Fuller moved to adjourn, Philip Brooks seconded. Passed unanimously.

Respectfully submitted, Martha Fuller, Clerk